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23 October 1976

MEMORANDUM FOR: Chief, WH Division

THROUGH: Acting Comptroller

SUBJECT: Shortage in April Accounting - [] Station

25X1A6A

REFERENCE: (a) [] 3120
(b) [] 3184
(c) [] 3073

25X1A6C

1. References (a) and (b) report a shortage in the cash funds of subject station's accounts in the amount of 33,230 [] (approximately 235.00).

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2. Reference (c) indicates that [] reviewed the circumstances surrounding the shortage during his July 1956 visit to the station and concluded that the amount of the shortage did not justify further efforts to identify the reason for the shortage.

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3. Reference (c) has been referred to Finance Division without recommendation or action by the WH Division. We assume that it is the desire of WH Division that this case be presented to the Board for Review of Shortages or Losses for consideration of relief of the custodian of funds from pecuniary liability for the shortage in accordance with the suggested recommendation of [].

25X1

4. In order to obtain relief from pecuniary liability for [] and shortages of official funds, it is ordinarily necessary for custodians to establish that they have complied with the requirements of regulations with respect to the custody and control of funds and have exercised reasonable diligence and care in the safeguarding of official funds entrusted to their care. These facts are usually established by an investigation and report initiated by the Chief of Station covering at least the following points:

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- The amount of money involved.
- The date the loss or shortage became known.
- The names of the employees accountable for the funds.

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Date:	26 SEP 1978
By:	[]

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- d. The names of other employees having access to funds.
- e. A description of the facilities available and used for the safekeeping of the funds.
- f. A detailed statement of procedures used in handling the funds.
- g. The frequency with which funds were counted and the names of the employees who performed the counts.
- h. A factual statement of findings and conclusions by an employee assigned to investigate the matter by the Chief of Station.
- i. The probable cause of the loss or shortage in the opinion of the Chief of Station.
- j. The recommendation of the Chief of Station for action to settle the account, and reasons in support thereof.
- k. A statement of measures taken by the Chief of Station to prevent subsequent shortages or losses of the type involved.
- l. A statement from the accountable or responsible officer concerned with the shortage.

5. In the instant case, although a specific report of the type indicated above has not been submitted, a portion of the information necessary to a determination in the case is reflected in references. In addition, it appears that [] may be in position to furnish the supplemental data required to support final determinations in the matter. It is, therefore, suggested that [] be contacted to determine whether he is in position and desires to furnish data in support of a recommendation for relief of the responsible officer.

6. If after development of pertinent data, the WH Division desires to present the case for consideration of relief from accountability, the case should be presented in staff study form to the Board of Review for Shortages and Losses through this office.

7. Reference (c) is attached for your further action.

[]
Chief, Finance Division

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Attachment

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